



## ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

### APC Employment Opportunity

#### Regional Water Coordinator

**Full Time Term Position until March 31<sup>st</sup>, 2021 (*With possibility of renewal*)**

**Position Overview:** The successful candidate will act on behalf of the Atlantic Policy Congress of First Nations Chiefs Secretariat in collaboration with the Atlantic First Nations Water Authority (AFNWA) to support the Assembly of First Nations (AFN) ongoing water related projects and initiatives including, but not limited to the co-development of the Safe Drinking Water for First Nations legislative draft framework and Long-term Drinking Water Strategy draft framework engagements and documents.

**Who Can Apply:** Applicants should possess a relevant Post-Secondary Degree from a recognized post-secondary institution. A combination of comparable, relevant, and recent education and experience will also be considered.

**Experience:** Applicants must have at least 1-3 years recent experience working with First Nations, preferably a domain related to water management/environmental research and development and/or statistics. Applicants must also have a thorough understanding of First Nation infrastructure issues (ie. safe drinking water, wastewater legislation/regulations) programs and services.

#### Essential Functions and Duties:

1. Working closely with the Atlantic First Nations, AFNWA and the AFN National water team and staff to organize, coordinate and facilitate regional meetings and engagements.
2. Liaising and coordinating with AFN National water team and staff and any others including regional First Nations leadership, Elders, knowledge keepers, youth, and women through formal and informal means;
3. Liaising and coordinating with AFNWA and AFN's Housing, Infrastructure, Water and Emergency Management Sector, and in this way inform the Chiefs Committee on Housing and Infrastructure (CCoHI), the AFN National water team and staff, and any other networks that might be created as this work moves forward;
4. Coordinate and attend meetings and engagements, including coordination of engagement dates, developing invite lists and meetings agendas, coordinating invitations, documents, tracking attendance, notetaking;
5. Initiating and preparing regional documents and reports as required;
6. Collecting and coordinating local and regional data/information to transmit to the AFN national office;
7. Assisting local First Nations to understand and act with respect to water-related issues, as appropriate;
8. Following up on any communications in a timely manner;
9. Participating in teleconference calls as required;

10. Seeking other sources of sustainable funding for this position;
11. Interfacing with regional and federal officials, as agreed upon with AFN National water team and staff;
12. Seeking additional resources to support other regional water and environmental initiatives to help build greater capacity at the regional level;
13. The preparation of monthly reports summarizing the Regional Water Coordinators activities during the associated month, including a description of planned next steps on the matter and any recommendations;
14. Tracking time associated with all efforts;
15. Other related duties as required.

**Abilities & Skills:**

- Valid driver's license and reliable vehicle.
- Demonstrated proficiency in computer software such as Microsoft Word, PowerPoint, Excel, Email, Outlook, browsers, etc.
- Knowledge of First Nation communities and organizations in the region.
- Strong organization, communication, time management and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

**Salary:** Depending on qualifications and experience (within APC salary grid).

**Location:** APC Head Office, Dartmouth, Nova Scotia.

**Start date:** As soon as possible.

If you are interested, qualified and would like to be part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition #2020-09-02** on the cover letter and in the subject line of your email);
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** in word or PDF format by **4:30 p.m. (Atlantic Standard Time) on October 2<sup>nd</sup>. 2020.**

**Email address:** [hr@apcfn.ca](mailto:hr@apcfn.ca)

**No applications will be accepted beyond the closing deadline.** Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.